



HEADQUARTERS NORTH CAROLINA WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
3520 Alamance Road
Burlington, NC 27215



9 November 2019

MEMORANDUM FOR NCWG CADET ADVISORY COUNCIL REPRESENTATIVES

FROM: C/2d Lt Sarah Haynes, NCWG CAC Recorder

SUBJECT: CAC Meeting Minutes for 9 November 2019

1. Opening Business

a. Roll Call

- i. C/2d Lt Heckel, Primary (NC-024)
- ii. C/TSgt J. Emaus, Primary (NC-124)
- iii. C/CMSgt Goncalves, Assistant (NC-124)
- iv. C/TSgt R. Emaus, Observer (NC-124)
- v. C/Capt Sullivan, Primary (NC-048)
- vi. C/1st Lt Perkins, Assistant (NC-048)
- vii. C/SMSgt Orrs-Wright, Primary (NC-143)
- viii. C/Capt Grimm, Assistant (NC-143)
- ix. C/CMSgt Kehrer, Primary (NC-145)
- x. C/2d Lt Hernandez, Primary (NC-150)
- xi. C/CMSgt Joseph, Primary (NC-301)
- xii. C/CMSgt Phelps, Primary (NC-169)
- xiii. C/CMSgt Green, Assistant (NC-169)
- xiv. C/CMSgt Horton, Primary (NC-022)
- xv. C/2d Lt Herman, Primary (NC-052)
- xvi. C/CMSgt Neal, Primary (NC-082)
- xvii. C/CMSgt Grady, Primary (NC-307)
- xviii. C/SSgt Carter, Assistant (NC-307)
- xix. C/CMSgt Brannan, Primary (NC-825)
- xx. C/2d Lt Pope, Primary (NC-007)
- xxi. C/CMSgt Andersen, Assistant (NC-023)
- xxii. C/CMSgt Heath, Primary (NC-126)
- xxiii. C/2d Lt C. Endre, Primary (NC-170)
- xxiv. C/2d Lt J. Endre, Assistant (NC-170)
- xxv. C/SMSgt Wooters, Primary (NC-107)
- xxvi. C/CMSgt Karly Jordan, Observer (NC-107)
- xxvii. C/2d Lt Maner, Primary (NC-111)



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- xxviii. C/CMSgt Ksous, Assistant (NC-111)
- xxix. C/TSgt Stines, Assistant (NC-162)
- xxx. C/2d Lt Hoernlein, Primary (NC-300)
- xxxi. C/Capt Smith, Primary (NC-305)
- xxxii. C/TSgt Geffert, Assistant (NC-305)
- xxxiii. C/2d Lt Nazzaro, Chair
- xxxiv. C/1st Lt Stange, Vice Chair
- xxxv. C/2d Lt Haynes, Recorder
- xxxvi. Maj Hallihan, Senior Advisor
- xxxvii. C/2d Lt Thibodeaux, MERCAC Assistant Representative for NCWG
- xxxviii. Col Bailey, Wing Commander
- xxxix. Lt Col Gonzales, NCWG DCP
 - xl. C/Maj Thibodeaux, MERCAC Vice Chair
 - xli. C/Maj Wells, MERCAC Recorder
- b. Approval of Minutes. Minutes approved at 0903.
- c. Familiarization of CAC Class
 - i. Cadets may serve up to 36 months at each echelon. There are leadership opportunities available at each level: wing, regional, and national.
 - ii. There are three missions in the CAC: to provide a forum where cadets can gain leadership experience at a higher level, to aid commanders in monitoring and implementing the cadet program, and to make recommendations to the wing commander for improving and running the cadet program.
 - iii. Advocacy papers are used to propose ideas for change. They should be edited by peers within your committee. Afterwards they must be sent to the Top 3 and Senior Advisor before progressing to the council for a vote.
 - iv. There are many timeless topics the CAC has worked on over the years. Please focus elsewhere and leave PT, significant Uniform changes, and SDA changes..
 - v. The CAC does not exist to plan events unless the event is designed as a means to accomplish a goal. However, the CAC does create events to solve a problem, but those typically do not address the core problem.
 - vi. When one has an idea, a committee is formed to address it and approved by the council. A leader is designated as chair of the committee and a deadline should be formed for the presentation of the committee's proposal.
- d. Squadron Reports

Each representative described how their squadron celebrated the close of the year.



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- i. C/2d Lt Heckel- NC-024 has a holiday party where the cadets eat dinner and socialize with each other during the presentation of awards.
- ii. C/TSgt Emaus- NC-124 has a holiday party with a gift exchange and activities.
- iii. C/Capt Sullivan- NC-048 has a banquet at the end of February where awards are given. This year they will be having a winter ball with a food and music in addition to the awards.
- iv. C/SMSGT Orrs-Wright- NC-143 goes to a BBQ restaurant where they socialize with each other, hold change of command, and present milestone awards.
- v. C/CMSgt Kehrner- NC-145 has a banquet in January for awards and promotions.
- vi. C/2d Lt Hernandez- NC-150 has a holidayParty where cadets bring food and play games to celebrate the holidays.
- vii. C/CMSgt Joseph- NC-301 typically does not have a holiday party due to December being a busy month for their squadron, but they do have a milestone banquet to celebrate promotions.
- viii. C/CMSgt Phelps- NC-169 is a smaller squadron, so they typically eat out together for the holidays.
- ix. C/Capt Smith- NC-305 has a holiday party in December that includes milestone awards and promotions.
- x. C/CMSgt Horton- NC-022 has a potluck banquet for promotions.
- xi. C/2d Lt Herman- NC-052 holds a formal dining-in ceremony in January or February with their cadets, friends and family. They have a color guard opening, a picture slideshow, a table of remembrance ceremony, and a potluck.
- xii. C/CMSgt Neal- NC-082 holds a casual holiday dinner and movie night in mid-December. They also have a dining-out at the end of the year complete with a formal dinner and slideshow.
- xiii. C/CMSgt Grady- NC-307 does not typically do much for an end-of-year celebration.
- xiv. C/CMSgt Brannan- NC-825 is linked through a school, so at the end of the year they wear athletic attire and have water balloon fights, basketball, volleyball, and other activities.
- xv. C/CMSgt Andersen- NC-023 usually has a small party with cake, pizza, and drinks, as well as activities with drones and flight simulators.
- xvi. C/CMSgt Pope- NC-007 has an end of year party where the cadets gather in civies, bring in food, and socialize with each other in a casual environment.
- xvii. C/CMSgt Heath- NC-126 went to the Seymour-Johnson Air Force Base in their blues to have a holiday party with food and promotions.



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- xviii. C/2d Lt E. Endre- NC-170 typically has a potluck with the group, but due to a change in location will be having a smaller gathering this year.
- xix. C/SMSGT Wooters- NC-107 has a get-together for cadets and family with a holiday gift exchange and promotions.
- xx. C/2d Lt Maner- NC-111 holds their milestone awards throughout the year.
- xxi. C/CMSGT Ksous- NC-111 has a banquet in December with more awards, a competition for best centerpiece, and a chance for the cadets to get together and have fun with their family and friends.
- xxii. C/TSgt Stines- NC-162 has a holiday party with a potluck, decorations, an ugly sweater contest, and a gift exchange.
- xxiii. C/2d Lt Hoernlein- NC-300 typically had a casual party in civies, but have been unable to do so recently due to a busy month. They still recognize awards in squadron meetings.
- e. Region Briefing
 - i. C/1st Lt Thibodeaux, the NCWG assistant representative to the MARCAC, reported that there are two committees on the region level.
 - ii. The first is the council administration committee create region, with the goal to create a regional emblem like Wing and National. The second is the MAR Integrated Leadership Program. Its goal is to create a region wide leadership event. It would be an event for all four phases of the cadet program.
 - iii. Unfortunately, the Expanded Report Permissions Committee and the Cadet Commanders Pin did manage to make it all the way to National CAC, but did not pass through for implementation.

2. Old Business

a. Committee Reports

- i. Cadet Medical Advancement Committee- C/CMSGT Goncalves reported that her committee is currently working on a survey to distribute about what cadets and seniors would like to see in the new medical program. The committee is finishing the program's curriculum and has a call set up to continue their work.
- ii. Wing Website- C/2d Lt Miller reported via email that the committee's mission statement is "to form a helpful and user friendly website for all members of North Carolina Wing."
- iii. Recruiting and Retention- C/Capt Sullivan would like to get started by continuing to visit other squadrons and find out how other squadrons attract and keep new cadets.



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3. New Business

a. Parliamentary Procedures Class.

A brief overview of Robert's Rules of Order by C/2d Lt Nazzaro.

- i. Parliamentary procedures are used to maintain an orderly and peaceful environment. This is done through respectful formalities such as addressing the chair with their intention to rise and ensuring motions are seconded. Ideas are discussed and debated through open floors.
- ii. Always have the courtesy to remain silent while others are speaking. Keep neutral opinions and emotions. Remaining calm and composed, even if a proposal is rejected after extensive work and effort was put into it, shows professionalism.

b. Critical Thinking and Debate Class

C/2d Lt Haynes informed the council on how to demonstrate critical thinking and awareness during debate.

- i. Critical thinking is understanding the connections, relevance, and importance of ideas. It also covers recognizing what one must do to accomplish a goal.
- ii. To improve your critical thinking, ask questions for clarification or understanding with no biases. Break a large goal into smaller tasks or steps to help you meet your objective.
- iii. Debate is a way of formally discussing different ideas to find common ground. While intimidating at first, continued practice with debating will improve your public speaking skills and confidence.
- iv. To maintain respect, critique the idea being presented, not the person presenting it. You should be willing to listen to others even when their ideas differ from your own. Above all, work towards finding a solution for the issue at hand, not "winning" the debate.

c. Composing Emails in CAP Class

C/2d Lt Nazzaro briefed the CAC on the correct formatting of emails.

- i. Always use proper grammar in your writing. It is a good idea to have someone double check your email before sending it. Keep your email polite, refraining from being rude or passive-aggressive.
- ii. Check that your signature block is correct. Only the most relevant position should be listed, not every position one currently holds.

d. Col Bailey Visit

- i. On his last term as Wing Commander, Col Bailey greeted the new CAC cadets. He introduced Lt Col Angelovich, Major Kearns, and MSgt "Gunny" Kehrner.



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- ii. Col Bailey remarked that he thinks highly of the CAC and appreciates the different vantage point cadets can bring to the CAP program.
- e. Presentations
 - i. C/Capt Sullivan proposed an improved mentoring system to develop leadership and improve retention.
 - ii. C/CMSgt Ksous noticed that many cadets were unprepared for cold weather at RTW, so he proposed a safety committee to help prepare cadets for severe weather.
 - iii. C/2d Lt Maner would like to improve the quality of squadron safety briefings by either viewing videos from national or focusing on local or seasonal safety concerns. This would result in either a structured curriculum or the addressal of safety concerns most relevant to the individual squadron.
 - iv. C/2d Lt C. Endre proposed the reinstatement of the support staff training committee from the prior term to improve instruction of cadets placed in support staff roles at events including encampment.
 - v. C/2d Lt J. Endre would like to incorporate more advanced rocketry into the aerospace curriculum. He also proposed allowing a different color star to be approved for the rocketry ribbon to show the cadet completed advanced rocketry training.
 - vi. C/2d Lt Hoernlein wanted to ensure cadets are learning before they move too far forward in the cadet program. He proposed holding advanced training flights at encampment, creating a new document for cadets to follow, accountability for leadership development, and a reform or implementation of the promotion board.
 - vii. C/SMSgt Orrs-Wright noticed an issue in communication between squadrons regarding carpooling to wing events. He proposed adding a page to the new wing website that would show what events other squadrons are driving to, allowing cadets to get a ride from nearby units.
 - viii. C/TSgt Emaus occasionally saw disrespect at cadet activities unaddressed, so he proposed a committee to improve the core values of cadet leaders.
 - ix. The council noticed many proposals had a similar theme, so several were combined into one focused committee. C/Capt Sullivan's mentoring proposal was moved to the Recruiting and Retention Committee. C/CMSgt Ksous and C/2d Lt Maner's safety proposals were merged with the Support Staff Training Committee. C/SMSgt Orrs-Wright's carpooling proposal was moved to the Wing Website Committee.
- f. Committee Chairs
 - i. C/2d Lt Hoernlein chairs the Leadership Accountability Committee
 - ii. C/TSgt Emaus chairs the Core Values Committee.



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- iii. C/1st Lt Perkins chairs the Safety and Preparedness Committee.
- iv. C/2d Lt C. Endre chairs the Support Staff Training Committee.
- v. C/Capt Sullivan chairs the Recruiting and Retention Committee.
- vi. C/2d Lt Miller chairs the Wing Website Committee.
- vii. C/CMSgt Goncalves chairs the Medical Advancement Committee.
- viii. C/2d Lt Boren chairs the Aerospace Education Committee.

4. Closing

a. Upcoming Meetings

- i. December 8: Conference call- **Committee Chairs and Top Three only.**
- ii. January 12: Conference call- All representatives.

b. Upcoming Events

December 29 - January 4: Joint NC-VGWW Winter Encampment.

c. Adjournment

The meeting was adjourned at 1305 by C/2d Lt C. Endre and seconded by C/Capt Sullivan.

//SIGNED//

SARAH E. HAYNES, C/2d Lt, CAP
North Carolina Wing CAC Recorder

cc: NCWG/CC
NCWG/CP
NCWG/CPA
NCWGCAP.org/CP